



Administrative Assistant to City Manager

Salary Range: \$42,407 - \$56,083

Full Time Exempt Class Appointment

Excellent Benefit Package

GENERAL STATEMENT OF DUTIES: Assists the City Manager by relieving him/her of minor administrative details as assigned; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: EXAMPLES OF WORK; (Illustrative Only):

Assists the City Manager by intercepting telephone complaints following each to satisfactory conclusion, reporting the results only where practicable. The incumbent replies to correspondence as directed and conducts research to obtain information for use by the City Manager in arriving at conclusions. The Administrative Assistant works under the general supervision of the City Manager and/or the Executive Secretary and may supervise assigned personnel. Organizes and oversees special events and celebrations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES :

Working Knowledge of the City government structure; working knowledge of personnel methods and procedures; organization and reporting; working knowledge of the principles and practices of supervision; working knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to communicate both orally and in written form; ability to carry out complex oral and written directions; ability to secure the cooperation of others; good judgment, initiative and resourcefulness; tact and courtesy; good physical condition; familiarity and good working knowledge of personal computers, word processing, spreadsheet, accounting and database; ability to write clearly, with proper grammar and spelling.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public or business administration, sociology or political science; or
- B. Graduation from a regionally accredited or New York State registered college or university with any bachelor's degree and one year of experience in a supervisory or administrative position or as an aide to a government administrator; or
- C. Graduation from a community college with an associate's degree and two years of experience in a supervisory or administrative position or as an aide to a government administrator; or
- D. Graduation from high school and five years experience in a supervisory or administrative position or as an aide to a government administrator or non-government executive.

SEND RESUME AND COVER LETTER BY AUGUST 28, 2014 TO:

**Newburgh Civil Service Office
City Hall 83 Broadway
Newburgh, NY 12550**

Or via e-mail to:

mmills@cityofnewburgh-ny.gov

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER